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Transmittal No.
5-4995



MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Office of Scientific Intelligence T/O Proposal

1. Attached as Annex A is a proposal, with background papers, by the Office of Scientific Intelligence to (a) transfer three of its civilian ceiling slots and the necessary funds to the EE Division, EE/P, to permit an increase of three employees in the Scientific Intelligence Division, [redacted] and (b) to return one IAC allocation from EE Division to OSI. The Assistant Director for Personnel (Annex B) and the Budget Division (Annex C) have concurred in the proposal. Concurrence of Chief of Administration, DE/P is included in the OSI memorandum.

2. The purpose of the proposal is to permit Scientific Intelligence Division to fill a Secretary-Steno slot (T/O position RCF 806) in order to provide additional clerical support; to permit creation of an Intelligence Officer (Biological Sciences) position by re-classification of a Clerk-Typist slot (T/O position RCF 835), and to permit employment, as a civilian, of an IAC officer in T/O position RCF 789, Intelligence Officer GS-14. In regard to the creation of an Intelligence Officer (Biological Sciences), OSI indicates that this is required to permit greater intelligence coverage in the field of Biological Warfare, which has become a highly important intelligence objective.

3. In order to permit the transfer of the three ceiling authorizations, OSI will eliminate the following T/O positions: E 430, (Intelligence Officer-Biological Sciences); E 201 (Intelligence Officer-Physical Science), and E 356 (Secretary-Steno).

4. The Assistant Director for Personnel has completed action to re-classify the Clerk-Typist position as Intelligence Officer-Biological Sciences. Budget Division has concurred with the understanding that OSI has sufficient funds for fiscal years 1954 and 1955 to permit the transfers proposed.

5. It is recommended that the OSI proposal to (a) transfer three civilian ceiling slots from OSI to EE Division, (b) transfer one IAC allocation from Scientific Intelligence Division to OSI headquarters, (c) reclassify the position of Clerk-Typist to Intelligence Officer-Biological Sciences, and (d) eliminate the three

OSI T/O positions cited in paragraph 3, be approved, with the understanding that OSI is to provide the necessary funds for such transactions.

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Chief, Management Staff

ATTACHMENTS:

- Annex A - Proposal
- Annex B - Concurrence of AD/P
- Annex C - Concurrence of Budget Div.

APPROVED

Date: _____

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L. K. WHITE
Acting Deputy Director
(Administration)

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MS/RLB:ee (23 April 1954)

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ORIGINAL DOCUMENT MISSING PAGE(S):

missing attachments A, B, C